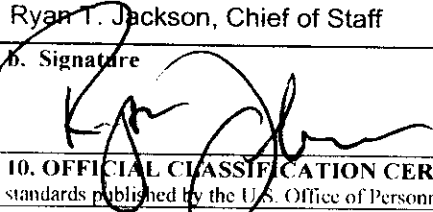
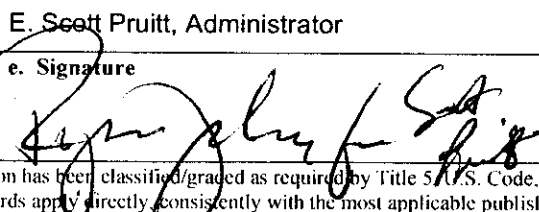



United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPG517022	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	POLLICY ASSISTANT	GS	0301	7	
4. Supervisor's Recommendation	Research Assistant	GS	0301	07	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE William Lovell			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of the Administrator		g.			
c. Office of Policy		h. Employing Office Location Washington, DC			
d.		i. Organization Code AA000000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff		d. Typed Name and Title of Second-Level Supervisor E. Scott Pruitt, Administrator			
b. Signature 		c. Date 5/18/17		e. Signature 	
				f. Date 5/18/17	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code 88888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____% of time) <input type="checkbox"/> This position is subject to random drug testing (____)		i. Classifier's Signature 		j. Date 05/19/17
11. REMARKS					

Policy Assistant
OFFICE OF POLICY

INTRODUCTION

This position is located in the Office of the Administrator, Office of Policy (OP). OP supports EPA's mission by promoting innovation that achieves greater and more cost effective public health and environmental protection. OP is the focal point for regulatory analyses, policy development and economic analyses necessary to support EPA's regulatory development process and changes in today's business conditions. The incumbent serves as a *Policy Assistant* to the Associate Administrator and Senior Deputy Associate Administrator for the Office of Policy by performing a wide range of sensitive, complex assignments which are sensitive enough to require the attention of the Associate Administrator and Senior Deputy Associate Administrator. Work is subject to review only for attainment of overall objective and compliance with broad policies.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform his duties without being privy to the political, personal, and management philosophies of the Associate Administrator and Senior Deputy Associate Administrator. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Associate Administrator and Senior Deputy Associate Administrator and, as such, will be expected to reflect his supervisor's philosophies in conversations with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the Associate Administrator and Senior Deputy Associate Administrator in correspondence and other communications with Agency managers and program officials.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as *Policy Assistant* to the Associate Administrator and Senior Deputy Associate Administrator for the Office of Policy. Assists in managing both internal and external Agency policy development and rulemaking efforts on major programmatic and environmental policy issues.
2. Performs a variety of assignments associated with the coordination of sensitive policy issues with industry, public interest groups, and others. Reviews and coordinates sensitive reports, documents, and other materials of special importance and concern to the Associate Administrator and Senior Deputy Associate Administrator to ensure that they are prepared in accordance with and reflect the Agency and the Administration's point of view. Identifies critical policy issues or problems which require the immediate and personal attention of the Associate Administrator or Senior Deputy Associate Administrator and recommends appropriate courses of action regarding the necessary interface with appropriate officials.
3. Works with senior officials to coordinate guidelines and procedures to ensure uniformity of approach and quality of accomplishment with existing and new Agency policies and standards. Provides the Associate Administrator and Senior Deputy Associate Administrator with an estimate of the current situation and advises on the probable effect within the Agency of actions they may wish to take. Engages in frequent dialogue with the AA and Senior Deputy AA on long-range views and provides an element of continuity in the mission of the Agency.

4. Provides policy advice to the Associate Administrator and Senior Deputy Associate Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or program matters. Arranges for the implementation of specific policies and recommendations, including making action assignments to the appropriate organizational element.
5. Establishes contacts with senior level officials in order to develop information, evaluate findings, devise recommendations for action, and prepare reports incorporating conclusions for the improvement of the Agency's organizational effectiveness.
6. Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides advice and options to the Associate Administrator and Senior Deputy Associate Administrator on strategies to accommodate such developments.
7. Advises the Associate Administrator and Senior Deputy Associate Administrator on the involvement of program offices and the regions, or the consideration of regional and program offices' views and needs, in all aspects of the Office's work. Assists in ensuring regional and program participation in the Office's decision-making processes, assessing the impact of Headquarters actions on Regional and program operations and in resolving problems.
8. Performs other related duties as assigned.

Policy Assistant
GS-0301-07

FACTOR 1: KNOWLEDGE REQUIRED **LEVEL 1-6** **950 POINTS**

The work requires knowledge of established principles, concepts and methods and skill in applying this knowledge in performing a variety of duties involving the management, coordination, monitoring, oversight, evaluation of routine programs, projects, or activities. The regulatory framework is well established and defined and there are standard/conventional procedures and techniques that apply to most situations encountered and that can be carried out with minor modification or adaptation.

Knowledge of the duties, priorities, commitments, policies, and goals of the Administrator sufficient to perform non-routine assignments such as assembling information for reports, letters, composing correspondence not requiring technical knowledge, and independently noting and following up on commitments made at meetings and conferences by the Administrator and staff personnel.

Ability to prioritize actions which must be taken in order to meet commitments and to keep the Administrator informed of progress and potential problems.

Skill in adapting policies and procedures to emergency situations and in establishing procedures to meet new situations.

Skill in operating a desktop, personal computer and other word processing equipment and software. Familiarity with the use of electronic mail is also desirable.

Knowledge of Agency policies and procedures concerning travel, correspondence and timekeeping.

Skill in dealing tactfully with the public, the media, members of the Executive and Legislative Branches of Government, state, local and other government agencies.

FACTOR 2: SUPERVISORY CONTROLS **LEVEL 2-2** **125 POINTS**

The incumbent works under the close supervision of the Administrator or assigned designee, who sets the overall objectives for the work. The incumbent and the supervisor, in consultation, develop the deadlines for the work to be done. The incumbent is responsible for handling a wide variety of situations and conflicts requiring the use of initiative to determine the approach to be taken or the methods to be used. Completed work is reviewed only for overall effectiveness.

FACTOR 3: GUIDELINES **LEVEL 3-2** **125 POINTS**

Guidelines include applicable laws, regulations, policies, and procedures. The employee uses judgment in selecting the appropriate guidelines. Situations where guidelines are inadequate are referred to the supervisor or higher grade specialist.

FACTOR 4: COMPLEXITY**LEVEL 4-3****150 POINTS**

Assignments consist of varied projects intended to prepare the incumbent for future responsibilities of greater scope, difficulty, or magnitude. Assignments are typically screened to eliminate difficult or unusual problems. Work requires familiarity with and use of standard practices.

FACTOR 5: SCOPE AND EFFECT**LEVEL 5-2****75 POINTS**

The purpose of the work is to perform routine research assignments. The work affects the accuracy, reliability, and timeliness of projects performed by higher level employees in the organization.

FACTOR 6: PERSONAL CONTACTS**LEVEL 6-2****25 POINTS**

Contacts are with higher graded employees and technical staff within the office or in related offices.

FACTOR 7: PURPOSE OF CONTACTS**LEVEL 7-1****20 POINTS**

Contacts are for the purpose of obtaining advice, direction and reporting of findings.

FACTOR 8: PHYSICAL DEMANDS**LEVEL 8-1****5 POINTS**

The incumbent's work requires some walking, standing, bending, and carrying light object such as books and papers.

FACTOR 9: WORK ENVIRONMENT**LEVEL 9-1****5 POINTS**

The work includes the every day risks and discomforts typical of offices and conference rooms.

TOTAL POINTS: 1480